# How do I add users to my course or project?

For most institutions, student enrollment for registered courses is handled automatically through integration with the institutional student information system. However, if your institution allows site owners to add other participants such as TAs, Designers, etc., this article will walk you through the steps on how to add users.

Go to Site Info.
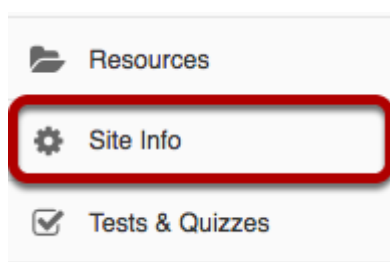
Select the **Site Info** tool from the Tool Menu of your site.

Click Add Participants.

Click **Add Participants** from Site Info tabs.

Add participant information.

Add Participants

Other Official Participants

① **Official Email Address or Username**

demostudent01
demostudent02
demostudent03
demostudent04

Note: Enter multiples each on separate line (no punctuation)

Non-official Participants

② **Email Address of Non-official Participant**

ta@university.edu

Note: Enter multiples each on separate line (no punctuation). Email address first, optionally followed by last name, first name, all separated by commas, e.g. jdoe@yahoo.com,Doe,John

Participant Roles

③ ● Assign all participants to the same role
○ Assign each participant a role individually

Participant Status

④ ● Active
○ Inactive

⑤ [Continue] [Cancel]

1. For participants with official usernames, under "**Other Official Participants**", type each participant's username, one per line.
2. For participants without official usernames, under "**Non-official Participants**", enter their email addresses, one per line.
3. Under "**Participant Roles**", choose whether to give all your newly added participants the same role or different roles (i.e. student, instructor, TA, etc.).
4. Under "**Participant Status**", choose whether to let your newly added participants use the site right away by selecting **Active**, or keep them from accessing the site for now by selecting **Inactive**.
5. Click the **Continue** button to save.

Choose participant role.

Choose a Role for Participants

Roles

○	Instructor	Can read, revise, delete and add both content and participants to a site.
◉	Student	Can read content, and add content to a site where appropriate.
○	Teaching Assistant	Can read, add, and revise most content in their sections.

Participants

demostudent01 (Student 1, Demo)
demostudent02 (Student 2, Demo)
demostudent03 (Student 3, Demo)
demostudent04 (Student 4, Demo)
teachingassistant (Assistant, Teaching)

[Continue] [Back] [Cancel]

For the default option of **Assign all participants the same role**, select the radio button for the desired role and then click the **Continue** button.

Select individual participant roles.

Choose a Role for Participants

Instructor	Can read, revise, delete and add both content and participants to a site.
Student	Can read content, and add content to a site where appropriate.
Teaching Assistant	Can read, add, and revise most content in their sections.

Username	Role
demostudent01 (Student 1, Demo)	Student ▼
demostudent02 (Student 2, Demo)	Student ▼
demostudent03 (Student 3, Demo)	Student ▼
demostudent04 (Student 4, Demo)	Student ▼
teachingassistant (Assistant, Teaching)	Teaching Assistant ▼

Continue   Back   Cancel

If you chose to **Assign each participant a role individually**, use the drop-down menus to the right of the participants names to select each participant's role, and then click **Continue**.

Choose to send or not send a notification email.

Add participant(s) to SMPL202 Spring 2018

An email can be automatically sent to the added users notifying them of the site's availability.

○ **Send Now** - send an email now to users notifying them that the site is available

⦿ **Don't Send** - do not send an email notifying new participants about the site's availability

Continue   Back   Cancel

You may choose the **Send Now** option to send a notification email to participants if desired. The default setting is **Don't Send**.

Click the **Continue** button.

Confirm addition of participants.

Confirming Add Participant(s) to SMPL202 Spring 2018

> **The following will be added to your site when you click the Finish button below.**

They will not be sent an email notifying them of the site's availability.

Name	Id	Role	Status
Student 1, Demo	demostudent01	Student	Active
Student 2, Demo	demostudent02	Student	Active
Student 3, Demo	demostudent03	Student	Active
Student 4, Demo	demostudent04	Student	Active
Assistant, Teaching	teachingassistant	Teaching Assistant	Active

Finish   Back   Cancel

Review the list of site participants and their roles to confirm that they will be added to your site.

If the information is correct, click the **Finish** button.